

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

VELARDE ROSA OPHELIA D.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

SUC

3. DEPT./BRANCH/DIVISION

ODREX, VISCA, Baybay, Leyte

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO. 141=2

6b. PREV. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

P70,812.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor III

9. WORKING PROPOSED TITLE

Assistant Professor III

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☒

CITY ☐

PROVINCE ☐

1st 2nd 3rd 4th 5th 6th
☐ ☐ ☐ ☐ ☐ ☐

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working Time

D U T I E S

40%

1. TO ASSIST the Director of Research and Extension in formulating long term and short term development plans for VISCA's Research and Extension.

40%

2. To assist in evolving and implementing a monitoring and evaluation scheme for research and extension.

10%

3. Takes charge of the ODREX Administration funds and the budget allocated for research and extension.

10%

4. Performs other related duties assigned by superiors.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

PROFESSOR VI - DR. J. R. PARDALES JR. PROFESSOR VI - DR. F. G. VILLAMAYOR, JR.

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

MR. DEMELO LAO, RESEARCH None TANT

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

COMPUTER, TYPEWRITER, CALCULATOR, PEN, STAPLER

18. CONTACT

	Occasional	Frequent
General Public	✓	
Other Agencies	✓	
Supervisors		✓
Management		✓
Others (Specify) OFFICE STAFF		✓
RESEARCHERS / EXTENSION STAFF		✓

19. WORKING CONDITION

Normal Working Condition	✓
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

OFFICE ENVIRONMENT ✓

20. I CERTIFY that the above answers are accurate and complete.

12 SEPTEMBER 1994

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section. ODRB

Coordinates VISCA's overall Research and Extension program. Coordinates the planning, implementation, monitoring and evaluation of R and E programs/activities.

22. Describe briefly the general function of the position.

PROVIDES ASSISTANCE IN THE FORMULATION OF LONG TERM and SHORT TERM RES & EXTENSION DEVELOPMENT PLAN; MONITORING AND EVALUATION OF VISCA'S R & E PROGRAMS; AND PERFORMANCE OF OTHER RELATED TASKS ASSIGNED BY SUPERIORS.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: M.S. degree with specific area of specialization plus other requirements per QS of the College.

Experience: 3-5 yr WORK EXPERIENCE ON RELATED SERVICE AREA

23b. Licenses or certificates required to do this work, if any.

DIPLOMA / TRANSCRIPT, CERTIFICATE None WORK EXPERIENCED

24. I HEREBY CERTIFY that the above answers are accurate and complete.

12 SEPTEMBER 1994

Date

JOSE R. PARDALES, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GOY President
Head of Agency